



City of Kansas City, Missouri Job Class Specification

Job Title:	DIRECTOR OF CAPITAL PROJECTS	Department:	CAPITAL PROJECTS
Job Code:	2125U	Status:	EXEMPT
		Grade:	UNCLASSIFIED

Summary

Performs work of unusual difficulty in providing management direction and policy for planning, organizing and executing all elements of the City's capital projects department. This position will direct an organization of professional engineers, construction managers and project support personnel, engaged in the expedited execution of capital projects. The employee will be responsible for ensuring the timely and cost-effective management of capital projects and exercising a continuous improvement for the organization and delivery of City projects. Work is reviewed through periodic conferences and reports to ascertain the effectiveness of programs implemented.

Duties and Responsibilities

- Plans, develops and directs the City's Capital Projects Department. Consults with the directors of Aviation, Public Works, Water Services and other departments with capital programs. Maintain a "client service" model with the various departments to facilitate cooperative working arrangements.
- Provides specific measurable goals and objectives for the organization and senior leadership team, to create focus on the mission, direction and vision of the City Manager.
- Monitors and reviews project delivery systems and tools to ensure effective use of continuous improvement. Promote the use of industry "best practices" in the implementation of these delivery systems and tools.
- Ensures sufficient project reviews are performed by staff to maintain the quality and schedule of all projects.
- Assists in the capital planning process with various departments and provide estimating, constructability, operability and maintainability input.
- Works cooperatively with other City offices and departments to ensure adequate funding exists for all planned projects prior to execution of design and construction.
- Prepares executive level reports and communicate capital project progress to City Manager, City Council and client department staff as required.
- Briefs City Council on upcoming projects. Provides benefits of approach and appropriation of City funds to gain approval.
- Coordinates interdepartmental and interagency contracts and agreements.
- Directs, assigns, trains, supervises, and evaluates assigned staff; makes decisions and recommendations on employment, retention, promotion, progressive discipline and related personnel actions.

- Works directly with local and regional organized labor and construction associations to promote the City's capital program.
- Ensures capital projects meet all state and local regulatory requirements, including safety, codes, MBE/WBE and labor laws.
- Directs the preparation and administration of the annual budget of the department and provides guidance and initiates strategies for operations within the parameters of the budget.
- Develops and implements short-term and long-term strategy and plans for Capital Projects.
- Manages the design and construction of capital projects, public improvements and infrastructure, with the exception of maintenance projects, airport in-field projects and Overflow Control Plan related projects.
- Manages the Capital Improvement Program (CIP) and manages the Public Improvements Advisory Committee (PIAC) process.
- Oversees the expansion, renovation, remodeling or replacement of city buildings, structures, and facilities, including but not limited to bridges and roadways.
- Manages the acquisition of easements and rights-of-way necessary for department managed projects, including utility coordination and relocation.
- Coordinates all projects to minimize negative environmental impact, encourage conservation of resources and promote the use of renewable resources.
- Responsible for overall scheduling and coordination of all capital improvement projects, including mapping project locations and development of a city-wide calendar of construction projects.
- Responsible for the procurement of all construction-related professional, specialized or technical services including but not limited to land surveying, geotechnical services, and LEED commissioning.
- Performs related duties as required.

Technical Skills

Excessive knowledge of:
The principles of public administration.
Capital engineering, architectural and construction principles and methods.
Construction contracting, construction law and general construction business principles.
Program and construction management practices and multiple project delivery methods.
Project controls and QA/QC measures to ensure compliance.

Thorough knowledge of:
Federal and state regulations applicable to organizational activities.

Ability to:
Organize, direct and coordinate the activities involved in accomplishing overall objectives.
Appraise proposed capital improvements in light of capital budget and federal, state and other matching funds.
Understand and evaluate highly complex technical records and reports requiring extensive knowledge of system operation.
Establish and maintain effective working relationships with subordinates, municipal officials, representatives of other agencies, and the general public.
Organize and direct extensive engineering programs.
Express facts and ideas clearly and concisely, orally and in writing.

Education and Experience

Accredited Bachelor's degree with major course in business administration, public administration, engineering, construction management, architecture or a related discipline and eight (8) years of related and increasingly responsible technical, administrative and managerial experience.

Or

Accredited Bachelor's degree with major course in administration, public administration, engineering, construction management, architecture or a related discipline supplemented by a graduate degree in business administration, public administration, engineering, construction management, architecture or a related discipline and six (6) years of related and increasingly responsible technical, administrative and managerial experience.

**Certificates/
Licenses/Special
Requirements****Supervisory
Responsibility**

Supervision is exercised over all departmental staff.

**Supervision
Received**

Work is performed under general direction.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created
Revised**

5/11